

8-14-1974

Administrative Council Meeting Minutes, August 14th, 1974

University of Texas at Tyler

Dr. Marsh

THE MINUTES
ADMINISTRATIVE COUNCIL
TYLER STATE COLLEGE

3:00 p.m., August 14, 1974

I. INTRODUCTION

Dr. James H. Stewart, Jr., President of Tyler State College, welcomed L. J. Grubbs to his first attendance of the Administrative Council Meeting.

II. PERSONNEL FUNCTION

President Stewart announced that Mrs. Lou Love has been selected to fill the position of executive assistant beginning September 1, 1974. The new position which was recently approved by the Tyler State College Board of Regents is an interim step toward the full implementation of the personnel function at Tyler State College. He then introduced Mrs. Love.

Mrs. Love stated that she looked at her new position as a supporting role, one through which she can help the administration as far as nonacademic personnel is concerned. She has already been in contact with the Texas Employment Agency, the Federal Institute, Tyler Commercial College, Tyler Junior College, and the Tyler Independent School District to let them know that TSC needs qualified people to work for the college. She mentioned that among some of her duties was the centralizing of applications.

Mrs. Love asked for any suggestions which might help her to better serve the administration. Dr. O. Robert Marsh, Dean of Admissions and Records, suggested that she organize some type of meeting for secretaries to review the groundrules and duties of the secretary. Mrs. Love agreed and revealed that her plans include having a meeting once a month for the secretaries to serve as a learning situation as well as a social affair.

James L. Mayfield, Director of Library Services, suggested that a type of skill test be given to applicants so that the person hiring will be able to know the applicants' skills.

Dr. Billy L. Turney, Vice President for Academic Affairs, mentioned that there was no place on the present application for the recording of typing and shorthand speeds. Mrs. Love replied that an additional sheet has been attached to the applications for listing skills and qualifications.

Dr. Frank H. Smyrl, newly selected Dean of the School of Humanities and Social Sciences, asked what procedures should be taken when the selection of a secretary was made. Mrs. Love replied that the notification be sent to her.

Dr. George Joyce, Dean of the School of Business, suggested that Mrs. Love provide a listing of the steps involved in the hiring of a secretary.

President Stewart added that Mrs. Love's work would include the affirmative action and equal employment rules and regulations.

Mrs. Love emphasized that each person who did interview an applicant should make a comment on the application as to why the applicant did not get the job, if that be the case, so that an explanation could be given to the applicant.

James S. Powell, Director of the Public Information Office, suggested that a type of publication be distributed to the TSC personnel so that everyone would have a way of knowing who the new employees were and what positions they filled. It was also suggested that name tags be made for the custodians.

III. REGISTRATION

Dr. O. Robert Marsh, Dean of Admissions and Records, stated that 185 applications have been received for the fall 1974 semester as of the present date. His projection for the fall 1974 semester registration count is 800 students. Registration dates are Wednesday and Thursday, August 28 and 29, from 1 to 8 p.m.

Dr. Marsh mentioned that registration will continue through the dinner hour and that each registration station will have to be manned during that hour. A hospitality room will be provided for the registration workers for taking breaks and dining. Coffee will be served in the hospitality room, free of charge.

Dr. Marsh announced that late registration will be held from 8 a.m. to 5 p.m. Friday, August 30; from 8 a.m. to 7 p.m. Tuesday, Wednesday, and Thursday, September 3, 4, and 5; from 8 a.m. to 5 p.m. Friday, September 6; and from 8 a.m. to 5 p.m. Monday, September 9.

Dr. Marsh also noted that the records section of the Admissions and Records Office will be relocated upstairs in Room 206.

IV. BIENNIAL REQUEST

Vice President for Fiscal Affairs, John R. Sawyer, reported that the 1976-1977 Biennial Appropriations Request Hearing was filed July 11 with the Governor's Budget Office, Legislative Budget Board, and Coordinating Board.

On July 19, 1974, the first hearing was scheduled which he and President Stewart attended in Arlington with representatives from the Governor's Budget Office, Legislative Budget Board, and Coordinating Board and with a new representative from the Legislative Budget Board Office on Programs.

The request embodied approximately \$4½ million for operations at Level I and approximately \$5½ million at Level II. It also included a request for additional construction facilities for \$16 million at Level I and \$18 million at Level II.

In short, Sawyer said that the presentation was well received. He added that many inquiries were made about the program at TSC and that President Stewart, therefore, had the opportunity to explain the program.

President Stewart added that the biennial request totaled approximately \$29 million for Level II, including operating expenses and facilities construction, and approximately \$24 million for Level I.

Dr. Stewart mentioned that Tyler State College is, in effect, taking steps to eliminate one of the four phases of the building construction project by combining steps II, III, and IV into steps II and III. He added that our senator was informed of the \$29 million when only a few people were aware of it and that the senator saw the logic and reasoning for TSC trying to combine the construction into three phases.

Dr. Marsh asked if other institutions who were losing enrollment were having their budgets reduced. James Mayfield stated that as one example, Stephen F. Austin State University did have their budget for faculty cut.

Dr. Noel McCoy, Dean of Student Life, raised the question of whether any progress had been made on the duplication of efforts. Dr. Stewart said that the Coordinating Board was beginning to realize that they would soon have to face this problem. The situation has been under observation for the past several months.

There was discussion relative to Tyler State College moving out into other areas to offer extension courses if the Coordinating Board was unable to accomplish some type of agreement or compromise concerning the duplication of efforts.

V. SOUTHERN ASSOCIATION COMMITTEE AND PRELIMINARY VISIT OF DR. RICHARD H. BARBE

Dr. Frank H. Smyrl, director of the TSC Self-Study for the Southern Association of Colleges and Schools, said that the preliminary visit of Dr. Richard H. Barbe, chairman of the Southern Association of Colleges and Schools Visitation Committee, will occur on August 27. He invited each member of the Administrative Council to attend an informal reception for Dr. Barbe in the Conference Room at 4:00 that day. The reception will give TSC personnel an opportunity to greet Dr. Barbe personally and will enable Dr. Barbe to become familiar with the TSC personnel.

Dr. Smyrl projected that Dr. Barbe will check out accommodations for the visiting committee during his preliminary visit.

The actual visitation committee visit is scheduled for September 10-12, 1974.

Dr. Smyrl reported that three chapters of the Southern Association Self-Study Report have been printed and the other seven chapters are in the print shop. He said that if all goes according to plans, the Self-Study Report will be mailed by the deadline. A brief preface is being added to the report and the steering committee will consider the preface and make necessary changes at a meeting after the Administrative Council Meeting.

President Stewart complimented each member of Tyler State College who had worked on the Self-Study Report and thanked Dr. Smyrl for his outstanding job on the report.

VI. STATUS REPORT ON PHASE I CONSTRUCTION

L. J. Grubbs, Director of Physical Plant and Resident Engineer, reported that the roads, parking lots, and building sites have been cleared at the new campus site. Arrangements have been made with the architects for a final inspection of the site clearing which should be within the next few days.

He stated that he was anxiously awaiting the bids on the actual construction of the buildings which are due to be received by September 4, 1974.

Grubbs said that he has hopes for some type of site visitation to be available for the TSC administration and faculty. He will arrange for briefings on the progress of the construction and, hopefully, for tours of the campus via truck.

Additionally, he will try to arrange a formal communication such as a newsletter to be made available to the administration and faculty of TSC.

Dr. Stewart mentioned that he, Mr. Powell, Mr. Grubbs and the two vice presidents had begun working on the official groundbreaking ceremony.

VII. PROGRAM FOR GIFTED STUDENTS

Dr. Turney introduced the "Talented Youth Seminars" project sponsored by the Region VII Education Service Center. It is basically designed to provide seminars or enrichment type programs for talented high school seniors from some of the small school districts in the Tyler area. He explained that the seniors will meet on the TSC campus for two hour seminars from 9:30 to 11:30 a.m. after which they will have lunch at one of Tyler's restaurants or cafeterias. The school districts will pay for the lunches and the transportation of the seniors. TSC will furnish the person to present the topic and the meeting room. The seminars will begin approximately the middle part of October. From the middle of October to the end of the fall semester, approximately fifteen seminars will be held and they will be repeated the spring semester for those who did not attend the first semester.

VIII. GENERAL FACULTY MEETING

President Stewart said that he had previously contacted the Faculty Senate for their advise and council on the activities for the General Faculty Meeting and invited suggestions and advise from the members of the Administrative Council. The format for the General Faculty Meeting consists of a general session at 10 a.m. for all personnel of TSC. Introductions of new personnel (including faculty, professional, classified and nonacademic) will be made by the vice presidents at the general session after which a coffee or social period will be held in the College Center. Following the social period, the faculty meeting will convene for a report from Dr. Morris relative to the Texas Association of College Teachers, Dr. J. Paxton Hart relative to the Faculty Senate, and then a report from the President on the state of the college. Last, announcements will be made by Vice President Turney, Vice President Sawyer and deans and department chairmen.

Dr. Stewart also invited input into the report from the president which he will give at the General Faculty Meeting. He requested that he receive the information by August 20.

IX. FACULTY HANDBOOK

Dr. J. Paxton Hart, Jr., President of the Faculty Senate, reported that the Faculty Handbook will be ready for the first General Faculty Meeting on August 27 or shortly thereafter. The major new contents of the second edition of the Faculty Handbook will include a section on the Faculty Senate which was organized officially in April of 1973. Additionally, a section on the relationships between faculty and the physical plant will be included.

A new format for the faculty handbook has been adopted. Instead of it being stapled as a single unit, the handbook will appear in a loose-leaf binder so that changes can easily be made simply by inserting pages.

Dr. Hart publicly thanked Dr. Joanna Martin who coordinated the entire revision of the Faculty Handbook, Dr. Gerald Morris who prepared the dummy, Dr. Kenneth Muckelroy who compiled the material, and Mrs. Lou Love and Mrs. Judy Criswell who are typing it.

X. CONSIDERATION OF CHANGING ADMINISTRATIVE COUNCIL MEETING DAY

Dr. Stewart announced that changing the meeting day of the Administrative Council Meeting is being considered. He noted several reasons for possibly making the change: 1) the Administrative Council Meeting occasionally falls on the same day as the Board of Regents meetings; 2) the Dean's Council meets weekly on Tuesdays with the exception of the week when the Administrative Council meets and the Dean's Council Meeting is then changed to meet after the Administrative Council Meeting.

Dr. Stewart suggested that the Administrative Council meet on Tuesday so that all such meetings could be held in one day.

Dr. Smyrl suggested that both the Administrative Council and Dean's Council meet in the mornings rather than afternoons.

After some discussion, Dr. Stewart announced that the consensus was for the Administrative Council to meet at two o'clock every second Tuesday of each month and that the plan be implemented with the beginning of the forthcoming academic year.

XI. ANNOUNCEMENTS

Dr. Stewart noted that the New Teachers' Luncheon will be held at 1:30 p.m. August 21. He mentioned that each new employee should be welcomed whether he is present or not.

John Sawyer announced that the telephone company was presently installing the new Tex-An lines. Tyler State College will be on the network and will be able to save a great deal of money on long distance calls. The Tex-An system opens two new avenues to TSC which are On Network-to-On Network dialing and On Network-to-Off Network dialing. Mr. Sawyer emphasized that the Tex-An dialing system is enforced in the State of Texas only. One other point about the system is that it is a disadvantage to use the Tex-An system for dialing short distances; therefore, zero-plus dialing should be used for calls made within a 50 mile radius. Instructions for using the Tex-An system will be distributed soon.

Dr. Stewart noted that the Women's Association will man the secretaries' desks while the secretaries attend the General Faculty Meeting and coffee.

XII. ADJOURNMENT

The meeting was adjourned at 4:30 p.m.

ATTENDANCE:

Dr. Robert L. Cox
A. Wayne Criswell
L. J. Grubbs
Dr. George Joyce
Dr. O. Robert Marsh
James L. Mayfield
Dr. Noel H. McCoy

Dr. Gerald L. Morris
James S. Powell
John R. Sawyer
Dr. Frank H. Smyrl
Dr. James H. Stewart, Jr.
Dr. Billy L. Turney